

**MINUTES OF THE  
CASSELLHOLME  
EAST NIPISSING DISTRICT HOME FOR THE AGED  
BOARD OF MANAGEMENT MEETING**

**Date:** April 20, 2016

**Location:** Castle Arms Board Room

**Present:** Chris Mayne  
Mark King  
Walter Ross  
Dean Backer  
Tamela Price-Fry

**Staff:** Jamie Lowery, Chief Executive Officer  
Richard Campbell, Chief Financial Officer  
Gerri-Lyn Cicciarelli, Recording Secretary

**Regrets:** Tanya Vrebosch

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>“Moved by Mark King and seconded by Walter Ross that the meeting be called to order at 6:34 p.m.</i></p> <p><b>Res.#-26-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1.</b>	<b>APPROVAL OF AGENDA</b>	
	<p>An amended Agenda was circulated prior to the start of the meeting.</p> <p><i>“Moved by Walter Ross and seconded by Tamela Price-Fry that the agenda for this meeting be approved as amended.”</i></p> <p><b>Res.#27-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>2.</b>	<b>WELCOME TO NEW PROVINCIAL APPOINTEE</b>	
	<p>Board Chair Chris Mayne welcomed Tamela Price-Fry to the Cassellholme Board of Management.</p>	
<b>3.</b>	<b>CONFLICT OF INTEREST</b>	
	<p><i>“Moved by Mark King and seconded by Tamela Price-Fry that no member present has declared a conflict of interest.”</i></p> <p><b>Res.28-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>4.</b>	<b>APPROVAL OF MINUTES</b>	
	<p><i>“Moved by Walter Ross and seconded by Mark King that the minutes of the Regular Meetings held on March 23, 2016, be adopted as presented.”</i></p> <p><b>Res.29-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

<p><b>5.</b></p>	<p><b>BUSINESS ARISING</b></p> <p><b>5.1 Redevelopment Update</b></p> <p><b>5.1.1 Sub-Committee Update</b></p> <p>Two meetings of the Sub-Committee have taken place. John Fior has been elected as Chair with Margaret Karpenko as Vice-Chair. The Sub-Committee has procured a third party to review the KPMG financial model.</p> <p>The City of North Bay closed an RFP for a Financial Advisor today. This advisor will assist in finding the best financing scenario for Cassellholme’s redevelopment. The Sub-Committee hopes to have their financial recommendations to the Board by June 2016.</p> <p>The City of North Bay has passed a motion stating that they will not debenture for the construction portion of the redevelopment.</p> <p>Question: Is the redevelopment tied to being a not-for-profit?</p> <p>CEO Jamie Lowery explained that not-for-profit issue can only be settled by the Ministry of Health and Long-Term Care. Mr. Lowery noted that this biggest issue right now is getting all municipalities to sign a Redevelopment Agreement. A not-for-profit model will be fair to all municipalities.</p> <p>Question: Will there be any non-union lay-offs?</p> <p>Mr. Lowery stated that it is difficult to answer at this point because the service delivery model for the redeveloped home is unclear.</p> <p><b>5.2 Board Meeting Schedule</b></p> <p>The Board meetings will now take place on the 4<sup>th</sup> Wednesday of each month.</p> <p><i>“Moved by Tamela Price-Fry and seconded by Mark King that the Cassellholme by-laws be amended to reflect that Board meetings will occur on the fourth Wednesday of every month beginning May 25, 2016.”</i></p> <p><b>Res.30-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<p><b>6.</b></p>	<p><b>NEW BUSINESS</b></p> <p><b>6.1 Strategic Alliance – Two Initiatives</b></p> <p>Cassellholme has been asked by two organizations to lend our logo to their initiatives; the first is the Food Charter and the second is the Nipissing Serenity Hospice.</p> <p>After much discussion, the board agreed to support the Food Charter.</p> <p><i>“Moved by Mark King and seconded by Tamela Price-Fry that the Cassellholme board support the alliance with the Nipissing and Are Food Charter and the use of our logo accordingly.”</i></p> <p><b>Res.31-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p>Tamela Price-Fry declared a conflict with respect to the Nipissing Serenity Hospice, therefore quorum was not reached in order to pass a motion relating to this initiative.</p>	

<b>7.</b>	<b>CASSELLHOLME OPERATIONS</b>	
	<p><b>7.1 CEO Report</b></p> <p>Mr. Lowery presented his CEO report. Upon review, no questions were noted.</p> <p><b>7.2 Budget to Actuals</b></p> <p>Mr. Ric Campbell presented the Budget to Actuals as at May 31, 2016. Upon review, no questions were noted.</p> <p><b>Res.32-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>8.</b>	<b>IN-CAMERA SESSION</b>	
	<p><i>“Moved by Mark King and seconded by Walter Ross that the Board proceed to an In-Camera session at 7:20 p.m.”</i></p> <p><b>Res.33-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><b>8.1 Matters Relating to Personnel, Residents, Volunteers, Purchases, Sales of Property</b></p> <p><b>8.2 Matters Relating to Personnel, Residents, Volunteers, Purchases, Sales of Property (Nipissing University)</b></p> <p><i>“Moved by Mark King and seconded by Tamela Price-Fry that the In-Camera session be adjourned at 8:34 p.m.”</i></p> <p><b>Res.34-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p>The following motion was passed as a result of discussion that took place in the In-Camera session:</p> <p><i>“Moved by Walter Ross and seconded by Mark King that the management fee stipend related to services provided to Castle Arms be increased, effective January 1, 2016, proportionately to the increase in units from 174 in 2009 to 241 in 2016, and that staff remuneration be increased, in accordance with the information circulated at the March 23, 2016 meeting, to be reviewed on an annual basis and further that a consultant be retained to advise on a broader remuneration review respectful of increased responsibilities and in comparison to other long-term and residential housing managers.”</i></p> <p><b>Res.35-16</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>C.</b>	<b>DATE OF NEXT MEETING</b>	
	<p>- Wednesday, May 25, 2016</p>	

<b>D.</b>	<b>ADJOURNMENT</b>	
	<i>“Moved by Mark King and seconded by Tamela Price-Fry that the meeting be adjourned at 8:35 p.m.”</i> <b>Res.36-16</b>	<b><u>Carried</u></b>

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Chairman**